

BY ORDER OF THE COMMANDER  
HQ Air Force Flight Test Center (AFMC)  
Edwards Air Force Base CA 93524

**AFI 36-1001**  
**AFFTC SUPPLEMENT 1**

**15 May 2003**

*Personnel*



## **MANAGING THE CIVILIAN PERFORMANCE PROGRAM**

### **COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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HQ AFMC/DPC.....1

AFFTC/CDP.....1

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AFI 36-1001, 1 July 1999, is supplemented as follows. This supplement applies to all Air Force Flight Test Center employees.

**7.2.1. (AFFTC-Added).** The Air Force Flight Test Center will use AFFTC Form 5916 to provide factor scores for Acquisition Demonstration employees. The ratings on AFFTC Form 5916 may serve as a sort factor in referral for Air Force positions and affect those employees in the Acquisition Demonstration Project.

WILBERT D. PEARSON, JR., Major General, USAF  
Commander

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AFFTC Form 5916, Civilian Promotion Appraisal

<b>CIVILIAN PROMOTION APPRAISAL</b> (Subject to Privacy Act of 1974) DoD Acquisition Demonstration Project		APPRAISAL PERIOD FROM _____ TO _____		EFFECTIVE DATE _____													
EMPLOYEE (Last Name, First, Middle Initial)	SSN	ORGANIZATION	CAREER PATH	SERIES	BROADBAND LEVEL												
<p>This appraisal is used for actions that occur outside the demonstration project, such as competitive inservice placement actions, including promotions, reassignments or demotions to positions with known growth potential, and other such instances. The ratings on this form are used as a sort factor in determining final rank order of employees having substantially equal knowledge, skills and abilities, when the number of candidates exceeds the number of employees who can be referred to the selecting official for consideration.</p>																	
<p><b>APPRAISAL FACTORS - MANNER OF PERFORMANCE</b> (Do not complete if employee is a GS/GM 15 equivalent). Appraisal factors listed below represent work behaviors that can be observed in the context of the employee's current position and are considered predictive of performance at the next higher level. Based on your observation's of the employee's performance, rate EVERY appraisal factor. Use the following scale in making the ratings. Place the number (1-9) in the block preceding the factor.</p> <table border="0"> <tr> <td><b>LOW RANGE</b></td> <td><b>CENTRAL RANGE</b></td> <td><b>HIGH RANGE</b></td> </tr> <tr> <td>1. Very Poor</td> <td>4. Slightly Below Fully Successful</td> <td>7. Above Fully Successful</td> </tr> <tr> <td>2. Far Below Fully Successful</td> <td>5. Fully Successful</td> <td>8. Far Above Fully Successful</td> </tr> <tr> <td>3. Below Fully Successful</td> <td>6. Slightly Above Fully Successful</td> <td>9. Outstanding</td> </tr> </table>						<b>LOW RANGE</b>	<b>CENTRAL RANGE</b>	<b>HIGH RANGE</b>	1. Very Poor	4. Slightly Below Fully Successful	7. Above Fully Successful	2. Far Below Fully Successful	5. Fully Successful	8. Far Above Fully Successful	3. Below Fully Successful	6. Slightly Above Fully Successful	9. Outstanding
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1. WORK EFFORT:	Exerts effort and shows initiative in starting, carrying out and completing tasks; spends time effectively performing work.																
2. ADAPTABILITY TO WORK:	Picks up new ideas and procedures quickly; is easy to instruct; can adapt to the demands of new situations; understands and carries out oral or written instructions.																
3. PROBLEM SOLVING:	Devises effective solutions to problems or identifies effective methods and procedures for accomplishing objectives.																
4. WORKING RELATIONSHIPS:	Sensitive to the behavior of fellow workers, supervisors and subordinates; maintains effective working relationships with others.																
5. COMMUNICATION:	Communicates clearly and effectively, whether orally or in writing.																
6. WORK PRODUCTIVITY:	Productive during work time; completes his/her work projects, duties and tasks in a timely manner.																
7. SELF-SUFFICIENCY:	Works independently with little need for additional supervision or help; follows through well; accomplishes all tasks required to complete a job on his/her own.																
8. SKILL IN WORK:	Performs job-associated tasks well, whether they require physical, technical, professional, supervisory or managerial skills, is considered very skillful on the job.																
9. WORK MANAGEMENT:	Effectively plans and organizes work; properly follows or implements management procedures, directives, regulations, or technical orders; ability to direct or evaluate or substitute for absent supervisor.																
<p><b>CERTIFICATION</b> (Certify by having rater, reviewer, approving official, if required, and employee sign and date the form)</p>																	
RATER (Supervisor's signature and duty phone)				DATE (DDMMYYYY)													
REVIEWER (Signature and duty phone)				DATE (DDMMYYYY)													
APPROVING OFFICIAL (If required, signature and duty phone)				DATE (DDMMYYYY)													
EMPLOYEE (Receipt acknowledged. Signature does not indicate agreement or disagreement)				DATE (DDMMYYYY)													
<p>NOTE: The 9 promotion factors scored above are not linked or otherwise related to the CCAS Overall Contribution Score (OCS) assessment. The 9 factors are an independent assessment of PROMOTION POTENTIAL made by the rater/supervisor and can be referred to by selecting supervisors within and outside the Acquisition Demo Program. The 9 factors have been completed based upon the rater's observation of work behaviors in relation to the employee's current position. These scores are used as a predictor of the employee's ability to perform at a higher level regardless of the employee's current OCS or salary.</p>																	